

INDIVIDUAL ACTIVE DUTY CERTIFICATE OF PERFORMANCE

(SEE AHRC FORM 3925 FOR INFORMATION ON BASE PAY AND ALLOWANCES.)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: U.S. Code, Title 37, Section 101 and following.
PRINCIPAL PURPOSE: To certify duty performed as ordered for compensation IAW DOD 7000-14-R, Vol 7A1 and internal controls as a Reserve Component soldier.
ROUTINE USES: To specify and certify as correct the performance of duty.
EFFECT OF FAILURE TO PROVIDE REQUESTED INFORMATION: Failure to disclose the requested information may delay the payment of compensation.

CERTIFICATION PROCEDURES

If Soldier is:

then submit:

Performing individual AT/ADT/ADSW of less than 30 days

A Certificate of Performance (AHRC Form 3924) on the last duty day or no later than 5 days after duty performance to the **Pay Processing Office cited in your order.**

TPU members file through unit administrator.

Performing individual AT/ADT/ADSW of 30 days or more

A Certificate of Performance (AHRC Form 3924) monthly to arrive at the Pay Processing Office cited in your order NLT the 10th of the month following each month of duty.

A final certificate of performance is required NLT 5 days after tour completion.

Date _____

I certify that _____
RANK NAME SSN

completed _____ days of the active duty period specified in order #T - _____

HQ, U.S. Army Human Resources Command - St. Louis, dated _____

Inclusive dates of duty performed are _____ to _____ (including travel).

Soldier's Signature _____ Date _____

**THE CERTIFYING OFFICIAL MUST HAVE PERSONAL KNOWLEDGE OR DOCUMENTATION
SUPPORTING THE FACT THAT THE DUTY WAS SATISFACTORILY PERFORMED.**

SIGNATURE OF CERTIFYING OFFICIAL

RANK BRANCH OF SERVICE

TITLE

TELEPHONE NUMBER

DSN:

COMMERCIAL:

PENALTY

The penalty for willfully making a false claim is: A maximum fine of \$10,000 or maximum imprisonment of 5 years or both. (U. S. Code, Title 18, Sec 287).